



## ADDENDUM # 1

Date: March 3, 2022

Title: Landscaping Services to the Embassy of Canada to Switzerland

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The Department of Foreign Affairs, Trade and Development hereby amends, in accordance with this addendum the Request for Proposals (RFP) for the provision of landscaping services, bearing number 22-195933. This addendum hereby forms part of the RFP and the purpose is to:

1. Answer questions related to the RFP that we received
2. Amend point 2.5 in part 2

This addendum is issued prior to receipt of bids to provide for certain revisions to and clarification of the solicitation documents.

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## QUESTIONS AND ANSWERS

- Q1. Would Canada consider moving the site visit 1 week later?
- A1. Canada will move the visit and the conference to March 15, 2022
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## AMENDMENTS TO THE RFP

### 1. In Part 2 – BIDDER INSTRUCTIONS

**DELETE:**

In its entirety

**2.5 SITE VISIT AND BIDDERS CONFERENCE - MANDATORY**

**INSERT:**

**2.5 SITE VISIT AND BIDDERS CONFERENCE - MANDATORY**

- **Site visit**

It is mandatory that the Bidder or a representative of the Bidder attend the site visit. It will be held at the Embassy of Canada located at: Kirchenfeldstrasse 88, 3005 Bern, Switzerland on March 15, 2022 and will begin at 10 am Bern time, in Switzerland.

Bidders must comply with all prevention and infection control measures put in place by the Canadian mission including, but not limited to, practicing physical distancing, using personal protective equipment (PPE) as necessary, etc.

**All visitor must bear a valid COVID certificate on the date of the visit to access the grounds and property for the site visit.**



- **Teleconference**

It is mandatory that the Bidder or a representative of the Bidder attend the conference on March 15, 2022. Bidders mandatory virtual conference will be held via Webex application, and will begin at 2pm Bern time, in Switzerland.

Coordinates to the virtual conference will be emailed to the Bidders following confirmation of their participation in the site visit and conference.

Bidders are requested to confirm their attendance with Canada's Representative no later than 2 working days before the site visit and conference and provide the names of the person(s) who will attend. Bidders will be required to sign an attendance form. Bidders should confirm in their bids that they have attended the site visit and conference.

Bidders who do not attend or send a representative to the site visit and conference will not be given an alternative appointment and their proposal will be rejected as non-compliant. Any clarifications or changes to the RFP resulting from the Bidder's site visit and/or conference will be included as an amendment to this RFP.

**\*Note that participation in the virtual teleconference by the bidder or their representative will not be considered as a participation in the mandatory site visit or conference.**

Please note, any travel and other costs associated with attending a Bidders' conference and site visit form part of "Bid Costs" as per 2003 (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, and will not be reimbursed by Canada.

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**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**